

The BIOS team in the Biogeographic Data Branch of the California Department of Fish and Wildlife is pleased to release its latest internet-based map and data viewer, BIOS 6. Many new enhancements have been made to the BIOS data viewer and are detailed in this User Guide.

BIOS is a system that enables the visualization of the spatial distribution of biological data generated by the California Department of Fish and Wildlife (CDFW) and its Partner Organizations, the management of those data when necessary, and the sharing of those data with Department employees and partners. It is an evolving system and is expected to change in response to the Department's needs and improvements in technology.

The BIOS Data Viewer is an easy to use, interactive, web-based map viewer that allows basic geospatial viewing and querying without the need for GIS software installed on your computer. It provides a means to manage, archive, display, and analyze information within the scientific and research community and also to the general public.

This User Guide is intended to help you become familiar with the components of the BIOS viewer and to provide instruction on the access and use of the many tools and functions available within the viewer.

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California Department of Fish and Wildlife Biogeographic Information and Observation System (BIOS 6)

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Public vs. Secure Data Viewer:

Upon startup, a welcome screen provides you with information about the viewer and a link to the BIOS Conditions of Use page.

Biogeographic Information Observation System

CDFW BIOS Viewer

BIOS is the California Department of Fish and Wildlife's repository of biogeographic spatial data. BIOS enables management, visualization, and analysis of biogeographic data collected by CDFW and its Partner Organizations. In addition, BIOS facilitates the sharing of those data between those organizations and with the public. BIOS integrates GIS, relational database management, and ESRI's ArcGIS Server and ArcGIS Online technologies in a statewide, integrated information management tool that can be accessed through a web browser. Most of the datasets are open to the public while other datasets are secured for limited access.

I agree to the data and privacy policy of this site - Conditions of Use

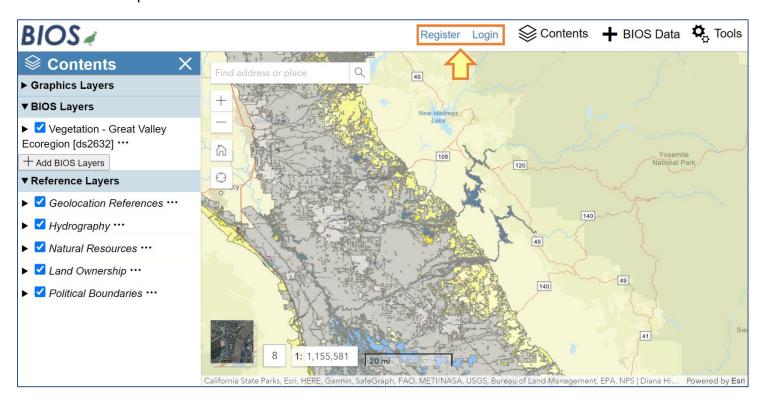


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Each dataset in BIOS is assigned a level of security. Most of the datasets are available to the public, but some are restricted for a variety of reasons. You must log in to access the secured datasets. An example of this would be our California Natural Diversity Database (CNDDB), which is available in the BIOS viewer as part of the CNDDB subscription service. (More information about the CNDDB is available at https://www.wildlife.ca.gov/Data/CNDDB.

Access to these secure datasets is managed by using assigned usernames and passwords. California Department of Fish and Wildlife (CDFW) users can sign in using their usual Department log in information and CNDDB subscribers can sign in using their CNDDB subscription credentials. You are not required to sign in to access the hundreds of publicly available datasets in the BIOS viewer. To sign into the Secure BIOS Viewer in order to work with secure datasets, click the *Login* link in the top of the BIOS window.



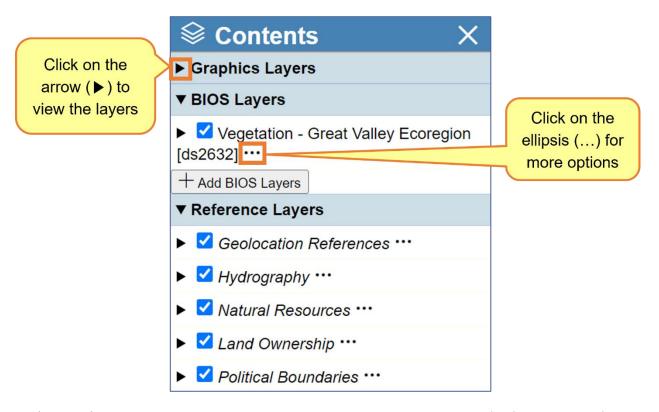
Overview of the Map Viewer:

The left side panel is the *Contents* panel, which lists graphics layers (graphics created by tools), the external data sources, data layers from the BIOS catalog that have been added to the viewer, and the reference data layers that are available to the particular viewer by default. The Contents panel also provides other map content related information, such as metadata and symbology for your data layers.

If the Contents Panel is closed it can be made visible again by clicking on the Contents button in the upper right of the BIOS banner. This panel can be closed by clicking on the **X** button on the upper-right corner of the panel. The Contents panel is broken into several sections and may include the items described below.

Contents:

This tab is empty by default. As you add data, a list of all the currently added BIOS layers and external data populates this panel. Sections within the tab can be collapsed or reopened by clicking on the right arrow button ▶ for each section, for example the Graphics Layers or BIOS Layers sections can be opened and closed in this way.

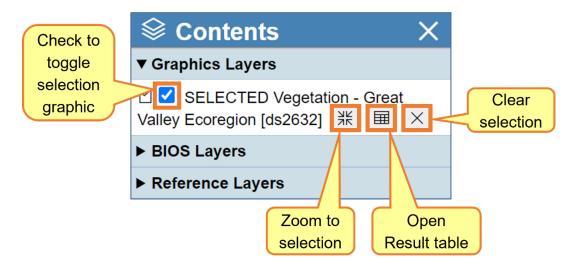


To draw (turn on) on a data layer, simply check on the small box to the left of the name of the data layer in the Contents panel. We have many large and complex datasets in BIOS, which we do not draw automatically when they are loaded into the map. This gives you a chance to zoom in to your area of interest before checking the box to draw the data, improving both the performance of the viewer and the legibility of the data.



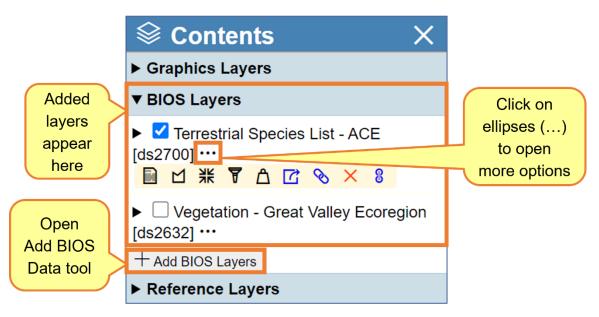
Graphic Layers:

The Graphics Layers section lets you manage any selections you have made using tools. You can only have one selection on a dataset, but each dataset can have its own selection. You can toggle the selection graphic on/off using the checkbox, zoom to the selected features, open the result table, and clear the selection.



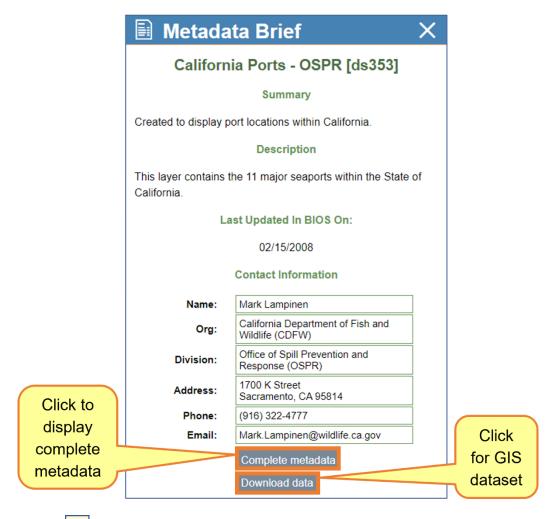
BIOS Layers:

This section will contain all data added from the BIOS catalog. The BIOS Layers section also allows for quick access to the **+** *Add BIOS Layers* tool by pressing the **+** *Add BIOS Layers* button.



You can view a summary of the metadata for a layer by clicking on three ellipses (...) followed by metadata button below the layer name. The metadata displays in a window on the right side of the viewer. The metadata summary displays the abstract, contact information, and a blue **Download data** button, and a **Complete metadata** button which open the complete metadata in a new web

browser window. If you are working with secure data such as CNDDB, please contact the contributor if you wish to download the data.

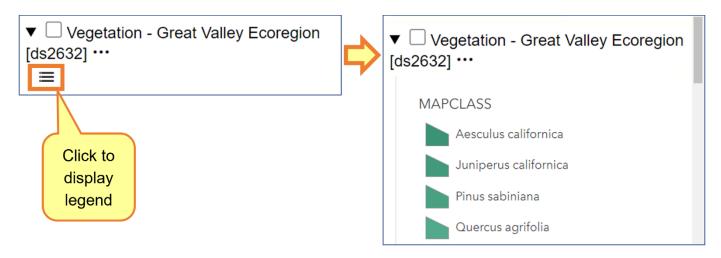


The zoom to button will allow you to quickly zoom the map to the full spatial extent of the specified Layer.

If a query or filter is currently applied to a layer, you can access those tools by clicking the *Query* button or *Filter* button, respectively.

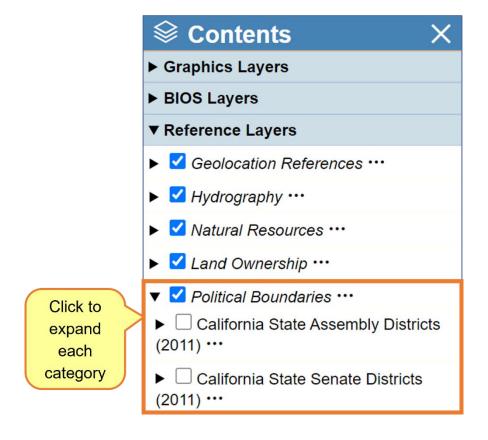
Click on the *Remove Layer* button below the data layer name to remove the layer from your map session.

The legend is available for each data layer in the BIOS Layers section. Click on the right arrow button ▶ to the left of the Layer name to open more options. The right arrow button ▶ will change to a down arrow button ▼ and **SHOW LEGEND** button will appear. Once pressed the drop-down legend will appear below the layer name. Symbology is not editable in BIOS currently.



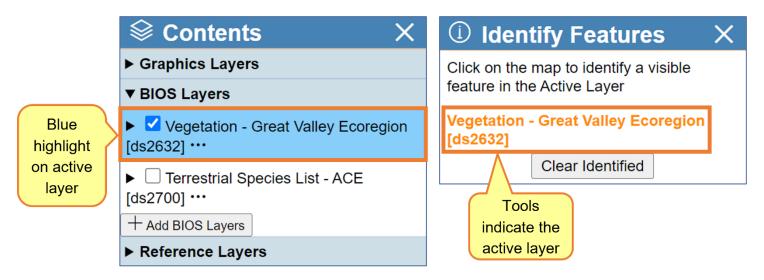
Reference Layers:

Reference Layers lists the general-purpose map layers that are provided for geographic reference. These include layers for cities, place names, county boundaries, USGS Quads, US Township/Range/Sections, and many others. The Reference Layers are grouped into categories such as Hydrography and Natural Resources. You can click on the right arrow button ▶ to the left of each category to open it up and see what layers are available in it. These layers have the same functionality as the BIOS Layers, able to make active for tool functionality, zoom to layer, and view symbology.



Active Layer Display:

Any of the tools that interact with the data layers will work only on the *Active layer*. Those tools will list the current *Active layer* within their interface. To make a layer active you simply click on the layer name in the Contents panel. You will see a blue box appear around the layer showing that it is active.



Map Canvas:

In the center, spanning most of the page height and width, is the map canvas. This is where map layer data will be displayed and where you can interact with the data using the provided tools. Panels that run along the side of the viewer (side panels or sidebars) can be minimized to reveal a larger map area.



Find Address or Place Search Bar:

Enter an address or location into the search box, then press the Search button or press Enter on your keyboard to quickly zoom to that location.

Zoom Buttons:

Zoom the map view in and out by clicking on the plus and minus buttons. You can also hold the **Shift** key down on your keyboard and use your mouse to draw a box in the map to zoom to the specified area.

Default Map View Button:

To return the zoom level to the default extent, press the Default map view button.

Find My Location Button:

Pressing the Find my location button will attempt to pan the map to your current persons location; you may be prompted by your web browser to access your location information.

Map Scale Text Box:

Scale is a ratio of distance on the map vs. distance on the ground. A ratio of 1:24,000 means 1 inch on map = 24000 inches on ground (about 1/3 mile). Choose from 23 preset map scales in the Zoom Level text box and the map will adjust according to your selection.



Scale Bar:

Map scale is expressed as a ratio of units onscreen to units on the ground. For example, a map scale of 1: 1,000 would mean that each unit on the map represents 1,000 units on the ground. The map scale bar along the bottom left of the map next map scale box shows the current map scale in miles.

Toggle Basemap:

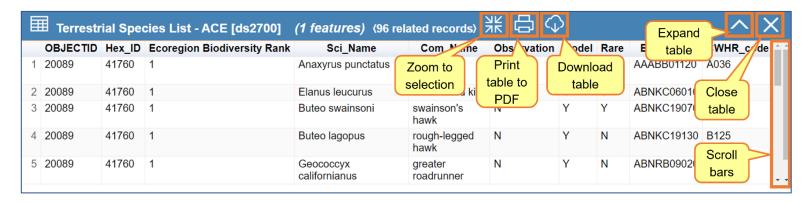
The bottom left of the map viewer contains a button to toggle between two different basemaps. It consists of two thumbnails, one representing the active basemap which is currently shown in the map, and the inactive, representing an alternative basemap. The button displays the inactive thumbnail on top, and the active thumbnail beneath. When the basemap is changed the active thumbnail is updated. To change the inactive option first make it active by clicking the button and change it using the Basemaps Tool. When the viewer is first open, these options are preset to imagery with labels and topography.



Results Table:

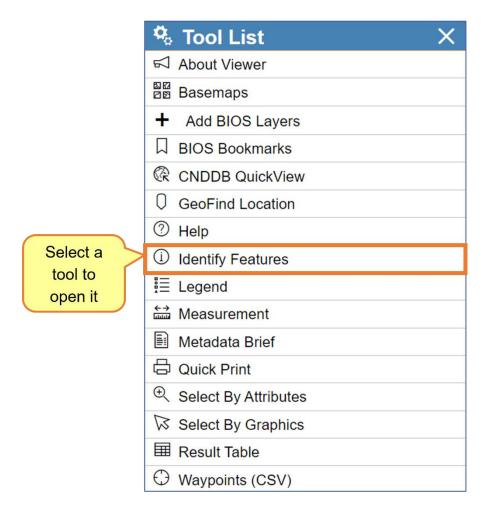
When you select a feature by using the *Identify*, *Select By Attributes*, or *Select By Graphics* tools, valid results will be displayed in the **Results Table**. The table appears at the bottom of the Map Canvas. If closed, the table can be accessed from the *Tool List* using the *Results Table* Tool or from the **Contents** panel, under the **Graphics Layers** section, using the *Display attributes selection* button.

There are a variety of ways to interact with the data in the Results table. For example, you can download the table contents (saved as a .csv), print the results to a PDF, or zoom the map frame to a specific record.



BIOS 6 Tools:

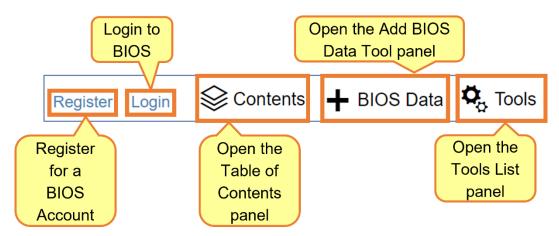
All of the tools are available in a single Tools menu that you access from the top right of banner in the viewer.



To use a tool in BIOS, you must first select the layer that you want to use the tool on in the Layers tab of the Contents panel on the left side of the viewer, making it the Active Layer. Once you have an Active Layer to work with you can select and use your tool. The current Active Layer is indicated by a blue box around the layer name in the BIOS Layers section in the Contents panel.

BIOS Banner:

Across the top center of the viewer is the BIOS Banner. The banner contains the *Tools* button which opens the *Tool List*, the + *BIOS Data* button which opens the + *Add BIOS Layers* tool and the *Contents* button which is used to access the *Contents* panel. Each of these buttons opens a panel which occupies space in the Map Viewer. These panels can be closed using the close panel button in the top right of each panel.



Tool List:

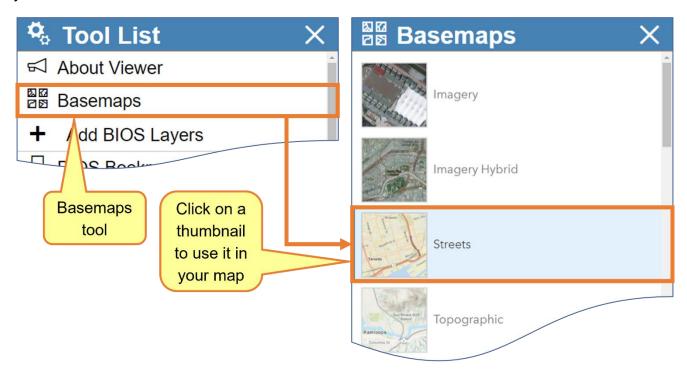
Each tool accessed from the *Tool List* opens in a panel on the right-hand side of the map viewer, where you will find the tool parameters and description.

About Viewer:

The *About Viewer* window displays the current version of BIOS 6. In addition, basic information about the viewer is available on the BIOS catalog of data, the Contents panel, and the tools. At the bottom there are links to the Biogeographic Data Branch homepage and some of the other projects within the branch: Areas of Conservation Emphasis (ACE), California Natural Diversity Database (CNDDB), California Wildlife Habitat Relationships (CWHR), Vegetation Classification and Mapping Program (VegCAMP), and the Biogeographic Information and Observation Systems (BIOS) homepage.

Basemaps Tool:

Changing the basemap can make some data easier to see and provide some context for the data. The basemap can be changed through the *Basemaps* tool. You can change the background map to a number of other options. A panel opens with a series of thumbnails; click on an image of the basemap that you would like to use and you will see the map update to display the basemap that you have selected.

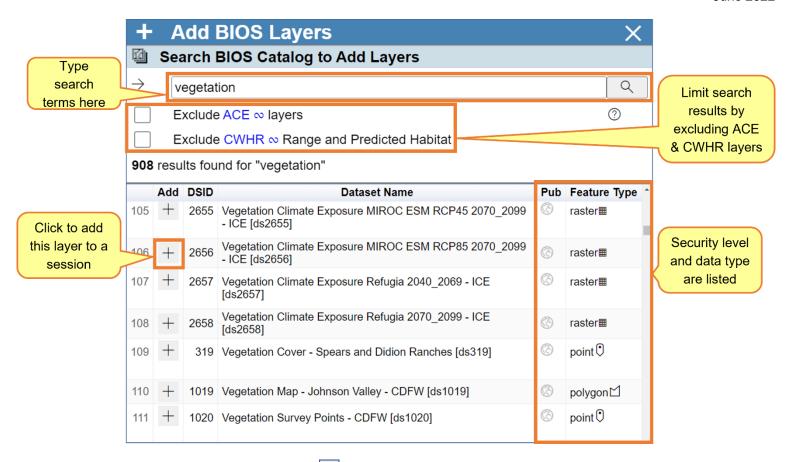


Map choices include imagery, street maps, topographic maps and several years of NAIP imagery, among other options. The default basemap that is loaded when the viewer opens is the ESRI World Topographic Map.

Add BIOS Layers Tool:

To begin adding data from the BIOS library of data, open the **+** *Add BIOS Layers* tool. Click in the search box and enter your search terms then press or press Enter/Return on your keyboard. A results list will appear showing you all the available data layers. Scroll through the list and select the layers that you would like to add.

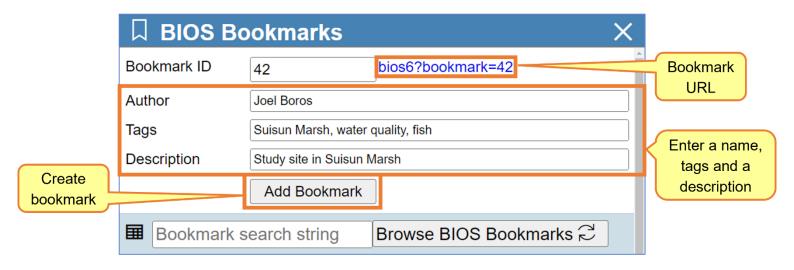
You can type the name of the dataset that you would like to add in the search box or enter a search term such as a dataset number (ds#) or a species name. Be sure to press the search button (or press Enter/Return) to refresh the search results after editing the search criteria. Search results can be limited by excluding two large groups of data, the ACE and CWHR layers.



If you click on the Add Layer button in the search results, the layer will be added to the Contents panel, BIOS Layers section; once added the button will change to a checkmark.

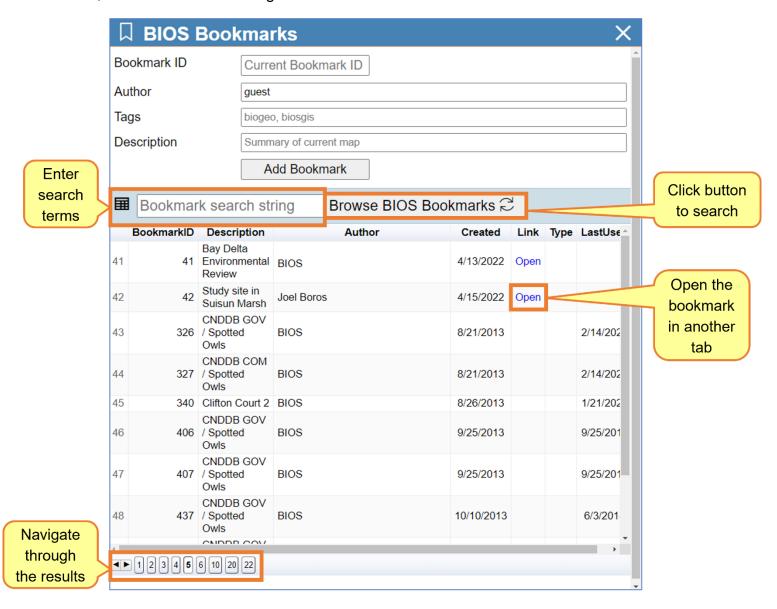
BIOS Bookmarks Tool:

This tool saves the location and layer information for the current map session. The bookmarked BIOS map session can be reloaded later or on a different computer by using this tool to Browse for existing Bookmarks or by opening the URL provided after the Bookmark is created in an internet browser such as Firefox or Chrome. The map extent and added BIOS layers are retained in the bookmark; additional items are planned to be saved with a bookmark in the future.



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The tool has three parameters: author, tags, and description. This information can be used to find your bookmark in future BIOS sessions. Once the information is entered, press the *Add Bookmark* button to create the bookmark. A URL will appear to the right side of the Bookmark ID box will appear. This URL can be saved so that the bookmark can be accessed at a later time, on another device, or shared with a colleague.



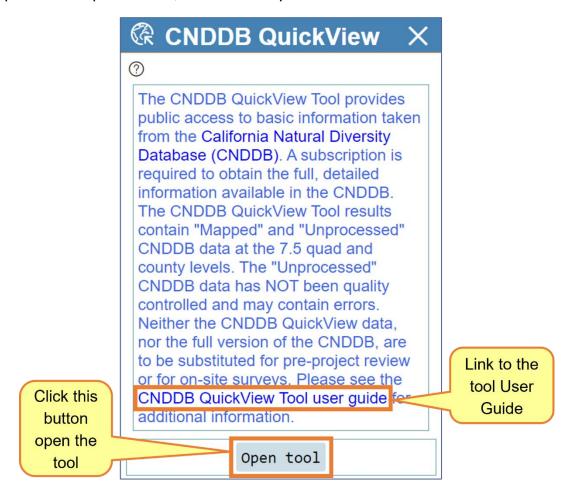
To begin browsing for previously created bookmarks click on the *Browse BIOS Bookmarks* button. A list of all available bookmarks will be returned. To narrow the results, use the text box adjacent to the *Browse BIOS Bookmarks* button. Enter any of the information from your bookmark (author, tags, description). Once you have found a bookmark that you are interested in, press the Open link to open the bookmark in another tab in your browser.

- NOTE: If you include secure data layers in your bookmark anyone that opens the bookmark will be prompted to log in. If the person opening the bookmark does not have the appropriate

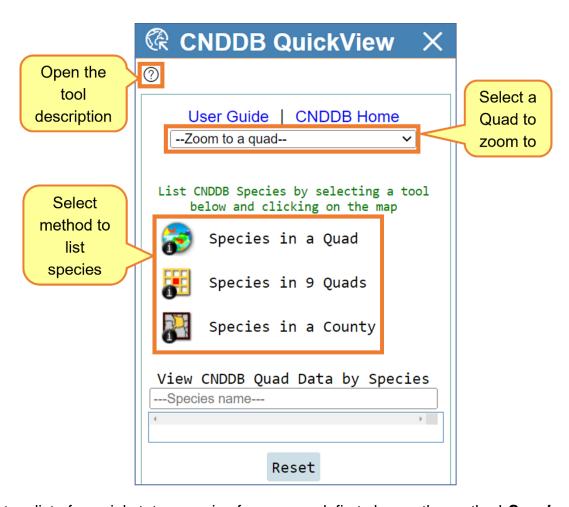
permission to view the secure data layers they will be removed from the session before it opens in the viewer.

CNDDB QuickView Tool:

The **CNDDB QuickView** first opens with a brief description of the tool and includes a few helpful links. To open the tool parameters, click on the *Open tool* button.



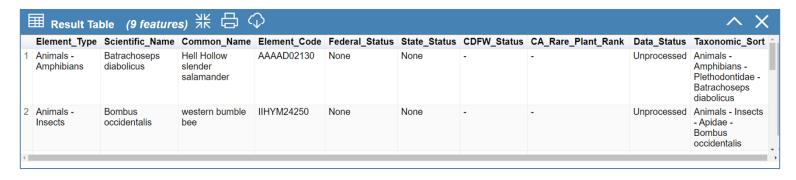
A panel will open on the right side of the viewer displaying the *CNDDB QuickView* tool interface. The drop-down lists allow you to choose a quad and zoom the map into that area. Below this you will see three methods with which you can generate a list of special status species.



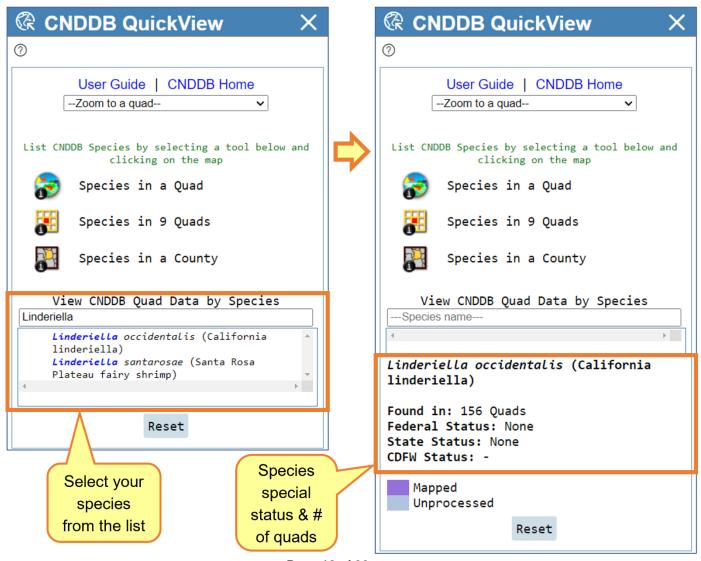
To generate a list of special status species for one quad, first choose the method **Species in a Quad**. Next, click in the map and a quad will be selected in the map and a list of all the species currently mapped into the CNDDB or in the unprocessed data files of the CNDDB that are in that quad will be returned in the table results panel.

If you select the *List CNDDB Species for 9 Quads* method and click in the map, the quad that you clicked on will be selected as will all the quads that adjoin it. A list of all the species currently mapped into the CNDDB or in the unprocessed data files of the CNDDB that are in the quad that you clicked and also those found in all of the quads that adjoin it will be returned in the table results panel.

If you select the *List CNDDB Species for a County* tool and then click in the map, the county that you click on will be selected in the map and a list of all of the species currently mapped into the CNDDB or in the unprocessed data files of the CNDDB that are in that county will be returned in the table results panel.



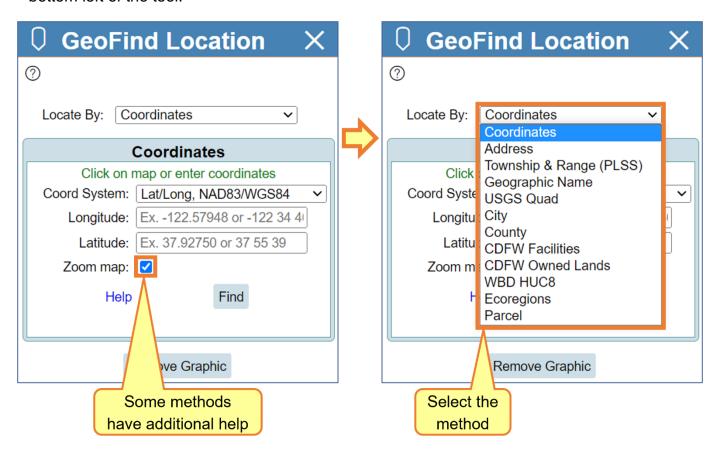
Another function of the *CNDDB QuickView* tool is highlighting quads where CNDDB has mapped and unprocessed information on a specific special status species. Begin by entering a scientific or common name into the View CNDDB Quad Data by Species search box. As you begin to type, a results list will suggest species, select the result which matches the species you are searching for. Once selected, information on the special status of the species will display beneath the search box, including the number of quads in which the CNDDB has mapped occurrences and unprocessed data. Quads are symbolized in two ways; purple indicates there are mapped CNDDB occurrences, and stone blue represents the unprocessed data.



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GeoFind Location Tool:

This tool provides several options for finding a location in the map. Use the Locate By drop-down list to select the method that you would like to use; each method has a different set of parameters. Some methods have additional help provided which can be accessed by clicking the Help link on the bottom left of the tool.



The location options are:

- Coordinates: Find a location in the map by entering coordinates in Geographic (Latitude/Longitude) or UTM formats. Click the Find button and the map will redraw zoomed in to the specified location.
- 2. **Address**: This option allows you to enter a partial or complete street address and zoom to it in the map.
- 3. **Township and Range** (PLSS): Select your Township, Range and Section values and specify the appropriate meridian using the drop-down lists. When you click the **Find** button a list of results matching your criteria will open in the Table. You can zoom the map to one of the locations listed by clicking the **Go** button in the Zoom To field.
- 4. **Geographic Name**: This option will allow you to search for a place or geographic feature by searching the USGS Geographic Names Information System (GNIS) database. This database contains location references to all text that appears on all USGS quad maps. A record for each result that matched or partially matched your

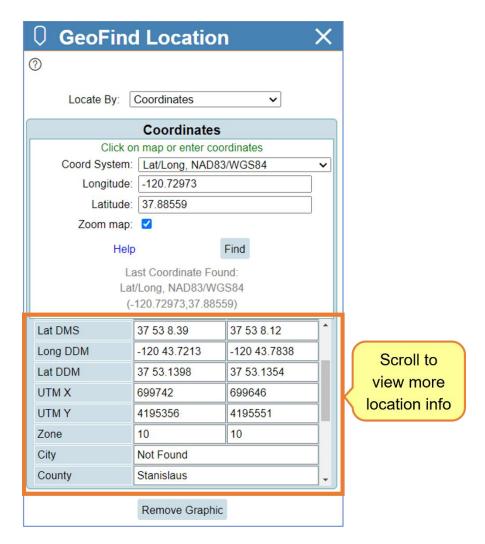
search criteria will be displayed in the Table panel at the bottom of the viewer window. For example, a search of "Folsom" will return locations like the City of Folsom, Folsom Dam, Folsom Lake, etc. You can zoom the map to one of the features listed by clicking the **Go** button in the Zoom To field.

- 5. **USGS Quad**: Choose from a list of 1:24,000-scale (24K), 7.5-minute by 7.5-minute Quadrangle maps from the U.S. Geological Survey and zoom to the boundary of the specified Quad.
- 6. *City*: Select a city of interest from the drop-down list provided and zoom to it by clicking the **Find** button.
- 7. **County:** Select a county of interest from the drop-down list provided and zoom to it by clicking the **Find** button.
- 8. **CDFW Facilities:** Choose from a drop-down list of California Department of Fish and Wildlife offices and facility locations and zoom to it by clicking the **Find** button.
- 9. **CDFW Owned Lands:** Choose from a drop-down list of properties that are owned and/or administered by the California Department of Fish and Wildlife. Click the **Find** button to redraw the map zoomed in to the specified property.
- 10. WBD (Watershed Boundary Dataset) HUC8: Use this option to select a watershed boundary at the Hydrologic Unit (HU, major rivers) level from a list compiled from the United States Geological Survey (USGS), National Hydrography Dataset (NHD). Click the Find button to zoom the map in to the specified Hydrologic Unit.
- 11. *Ecoregions*: Use this option to select an Ecoregion from a list derived from Ecological Unit Sections for the state of California as described by ECOMAP (1993), United States Department of Agriculture, Forest Service. Click the **Find** button to zoom the map in to the specified Ecoregion.
- 12. **Parcels:** Select this method to either return the Assessor's Parcel Number (APN) for a parcel or zoom to a location based on the APN. To view the APN, enter the address into the search box, then press the **Search** button, or locate a property within the map frame and click on it. To find a location based on the APN, enter number with or without dashes in the search box at the bottom, then click the **Find** button (**Note: a minimum of 6 digits are required**).



Once the location of interest has been found, the symbology can be removed by pressing the Remove Graphic button Remove Graphic.

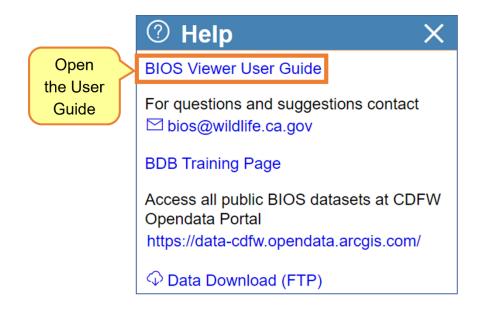
The **GeoFind Location** tool can also be used to get some basic information about a location in the map, including various coordinate formats, county, and quad. To view this information first open the tool, then click a location within the map. The information will be displayed at the bottom of the tool panel.



- NOTE basic geographic reference information displayed below the potential street address found comes from data layers limited by the California state boundary, so results may be incomplete or unavailable if you click on a map point outside of California.

Help Menu:

The *Help Menu* contains a series of helpful links. Use the first link to email the BIOS group with any questions and comments you may have. The BDB Training Page is a great resource for learning more about BIOS and the other programs within the Biogeographic Data Branch (BDB). All of the public BIOS data can be downloaded either through the FTP or the Open Data Portal.



Identify Tool:

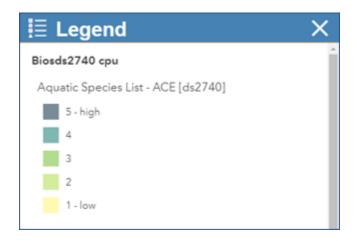
This is the most common interactive map tool and the most familiar to most users. Select the tool and click on a feature in the Active Layer and the attribute data for the feature identified is displayed in the results table bottom of the viewer window. In addition, a summary of the identified feature is also listed in the tool panel.



If the Identify Features tool finds multiple features at a location a record for each feature will be made available in the results table. A scroll bar will also appear at the bottom of the table if the number of columns exceeds the width of the viewer window. Use the scroll bar to view the additional information.

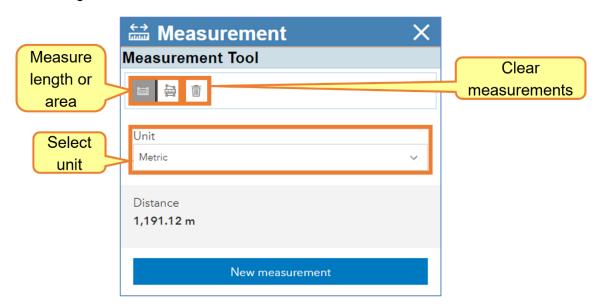
Legend Tool:

The *Legend Tool* allows you to view the symbology used to display all of the currently active layers in a BIOS session. This includes any currently visible external layers, BIOS layers, and reference layers.



Measurement Tool:

A linear or area measurement can be made using the *Measurement Tool*. Choose the *Distance Measurement Tool* method to measure a length or select the *Area Measurement Tool* method to calculate an area. As you click a point will be added in the Map Canvas, you will see your line or polygon drawn in the map. Click once to add a point to the line or polygon and double-click to end the line or close the polygon. Measurement Results will be displayed at the bottom of the *Measurement Tool* panel on the right-side panel of the viewer. To change the measurement units, select the preferred unit from the *Unit* drop-down menu; the measurement will automatically update to reflect this change.



The measurement line or polygon can be edited by left-clicking one of the vertices; move it to your desired location and the distance will update once again.

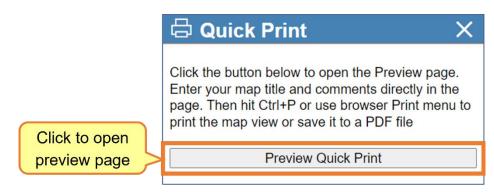
To clear all measurements, press the *Clear Measurements* button . To start a new measurement using the currently selected method (distance or area), press the *New measurement* button.

Metadata Brief Tool:

Another way to open the *Metadata Brief* panel is by selecting it in the *Tool List*.

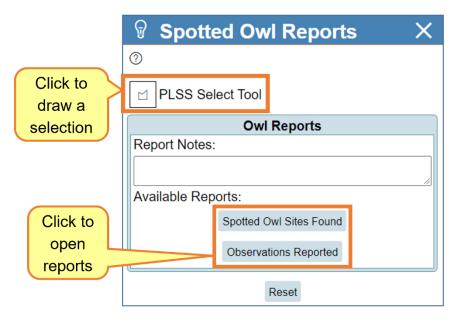
Quick Print Tool:

To quickly print a map, open the *Quick Print* tool. To begin, open a print preview of the current map extent by pressing the Preview Quick Print tool. The preview window will appear over the map which includes a title, image of the current map extent (with currently visible layers), a map scale bar, a description, the current date, and the map legend. The title and description can be edited by first clicking on the text. Once edits have been made and you are ready to print, press CTRL+P on your keyboard or navigate to your browsers print function and select the option to print to PDF.



Spotted Owl Reports Tool:

This tool is used to generate two reports on the Spotted Owl (SPOW) Database, *Spotted Owl Sites Found* and *Observations Reported*; a <u>CNDDB subscription is required for this tool</u>. Once the tool is selected, several data layers are automatically turned on, Spotted Owl Observations (ds704) and PLSS (Public Land Survey System). To make a selection first locate an area of interest by either panning and zooming or use the *Zoom to a PLSS* function. Then press the *PLSS Select Tool* button . This tool will allow you to draw a polygon to select the PLSS sections. Click to create each vertex (point) of the polygon, then double-click to finish drawing.

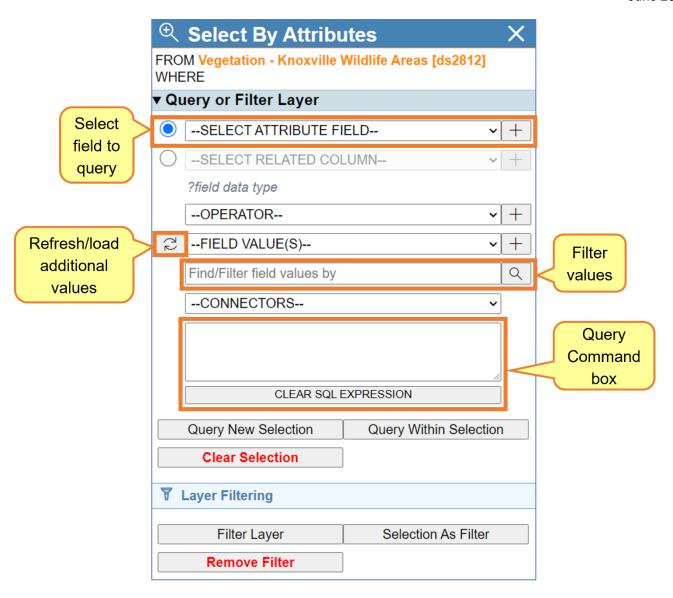


Notes, comments, or location descriptions can be entered into the Report Notes section. These notes will appear on the cover page of the report. If left blank, no notes will appear.

Once a selection has been made, click on either of the reports under the *Available Reports* section. Depending on your browser and its settings you will be prompted to open, save, or show your download(s).

Select By Attributes Tool:

This tool allows you to compose a conditional query that will be applied to the Active Layer. Features that meet the criteria defined in the query will be returned as a selected set in the viewer. You will see them highlighted in yellow in the Map Canvas and the selected records will return in the **Results Table**.



A conditional statement is comprised of three components: **fields**, **operators**, and **values**.

- Fields List: Listed in the attribute field drop-box (labeled --SELECT ATTRIBUTEFIELD--) are all
 the fields in the Active Layer. These are the fields that you can choose from to build a
 query. Selecting a field name in the list will add that field to the Query Command box at the
 bottom, where you will build the query command.
- 2. **Operators:** Select one of the operators from the drop-down field (labeled **--OPERATOR--**) to add it to the Query Command box at the bottom to include as part of your conditional statement.

Table of Operators:

Operator	Description [Symbol]	Example Query
Equals	Returns record(s) which equal a value [=]	Name = 'mount Whitney'
Not Equal	Returns record(s) which do not equal a value [<>]	Name <> 'mount Whitney'
Less than	Returns record(s) which are less than a value [>]	Elevation < 400
Less or Equal	Returns record(s) which are less than or equal to a value [<=]	Elevation <= 400
Greater than	Returns record(s) which are greater than a value [>]	Elevation > 14000
Greater or Equal	Returns record(s) which are greater than or equal to a value [>=]	Elevation >= 14000
LIKE	Used to find a record(s) with a portion of text, with a wildcard '%' [LIKE '%%']	Name LIKE '%whit%'
IN (List	Returns record(s) that match a list of values [IN ()]	Name IN ('mount Whitney', 'mount tam', 'mount Shasta')
Is Null	Returns record(s) with a null value [IS NULL]	Name IS NULL
Is Not Null	Returns all record(s) except those with a null value [IS NOT NULL]	Name IS NOT NULL
Is Not Blank	Return(s) all records which are not blank and not null [<> "]	Name <> "

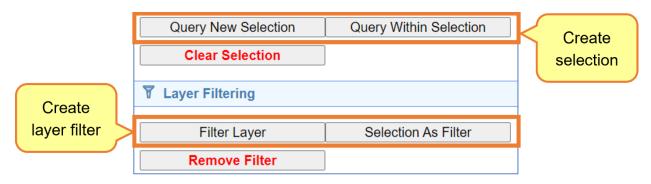
3. **Values:** Listed in the Field Values drop-down menu (labeled **--FIELD VALUE(S)--**) are all the unique values that occur in the field you last selected. Click on a field value to add it to the Query Command box. Find or filter the values using the **Find/Filter field values by** search box; enter in part of the value which appears in the list then press the search button . You can also manually enter a value in the Query Command by typing it into the box.

You can link together conditional statements to form a more complex query using connectors.

Table of Connectors:

Connector	Description	Example Query
AND	Returns records where <u>both</u> statements are true	Elevation > 14000 AND Name = 'mount Whitney'
OR	Returns records where <u>either</u> statement is true	Elevation < 100 OR Name = 'mount Whitney'

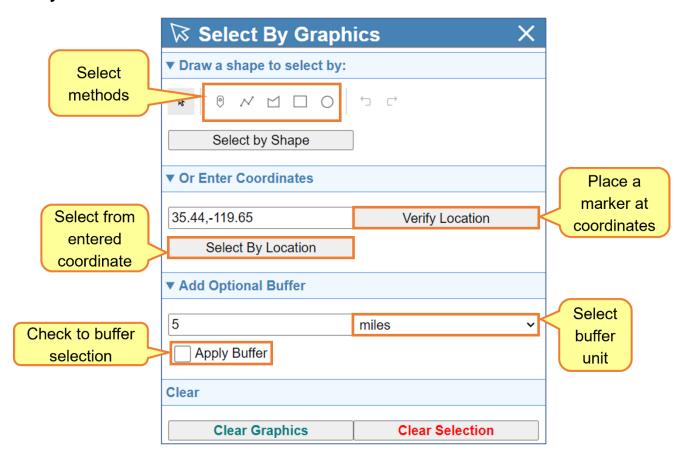
Below the Query Command box there is the option to either create a selection or a create a filter. To create a selection, use either *Query New Selection* or *Query Within Selection* buttons. The *Query New Selection* option will create a new selection, overriding any existing selections on the active layer. The *Query Within Selection* option will create a sub-selection of those already selected features.



A layer filter can be applied to selectively limit the data within a layer, for example to display observations of a single species from a multi-species dataset. You can apply a layer filter by using either the *Filter Layer* or *Selection As Filter* buttons. The *Filter Layer* option creates a new layer filter, which overrides any existing layer filters on the active layer. The **Selection as Filter** option works similarly to the **Query Within Selection** option, a new layer filter is created on the currently selected features. Selections and filters can be cleared by using their respective buttons.

Select By Graphics Tool:

You can use the **Select by Graphics** tool to create a highlighted subset of data from a data layer. A panel will open on the right side of the viewer offering you a choice of selection methods. Either click on the graphic selection method that you would prefer to use or type in coordinates and press the **Select By Location** button.



The *Draw a point* method allows you to select features from the *Active Layer* by using the mouse to click on the map. The selected features will be highlighted blue in the map and their attribute information will appear in the *Results Table* at the bottom of the viewer window.

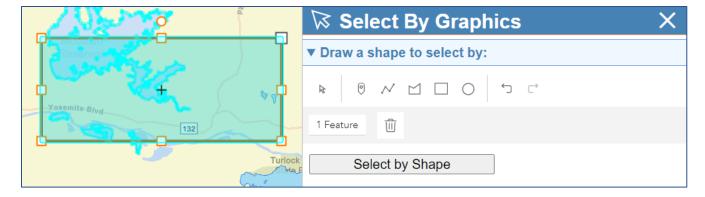
The *Draw a polyline* method allows you to select features from the *Active Layer* by drawing a line. Using the mouse click to place the starting point, click to create another point, and double-click to finish drawing the line. The features which interest the line will be highlighted blue in the map and their attribute information will appear in the *Results Table* at the bottom of the viewer window.

The *Draw a polygon* method selects features from the *Active Layer* by using the mouse to draw a polygon shape around the features to be selected on the map. To begin drawing a polygon, click on the map to create the starting point, then each additional click adds a vertex (point), then double-click to finish the polygon. The selected features will be highlighted blue in the map and their attribute information will appear in the *Results Table* at the bottom of the viewer window.

The **Draw a rectangle** (drag-a-box) method allows you to select features from the **Active Layer** by using the mouse to click on or to drag a box around features in the map. Click (hold down the left mouse button) to begin a corner, then drag to create a box, and release the click to finish. The selected features will be highlighted blue in the map and their attribute information will appear in the **Results Table** at the bottom of the viewer window.

The *Draw a circle* method selects features from the *Active Layer* by using the mouse to draw a circle around the features to be selected on the map. Click (hold down the left mouse button) to begin the circle, then drag to increase the radius, and release the click to finish. The selected features will be highlighted blue in the map and their attribute information will appear in the *Results Table* at the bottom of the viewer window.

Each of these selection methods creates a selection graphic in the map. A graphic can be selected using the **Select feature** button. Once selected, a graphic can be edited, adjusting the size and rotation. Then you can reselect the features with the edited graphic by pressing the **Select by Shape** button.



To select features by location, enter coordinates into the search box. To zoom to a location and put a pin symbol on the map canvas, press the *Verify Location* button. To select features at that location, press the *Select By Location* button.

Any selection method (graphic or location) can include an optional buffer. To apply a buffer, check the *Apply Buffer* box, enter a numerical distance in the *Buffer Distance* search box, then select the units from the drop-down list. This information must be set before creating a selection to include a buffer.

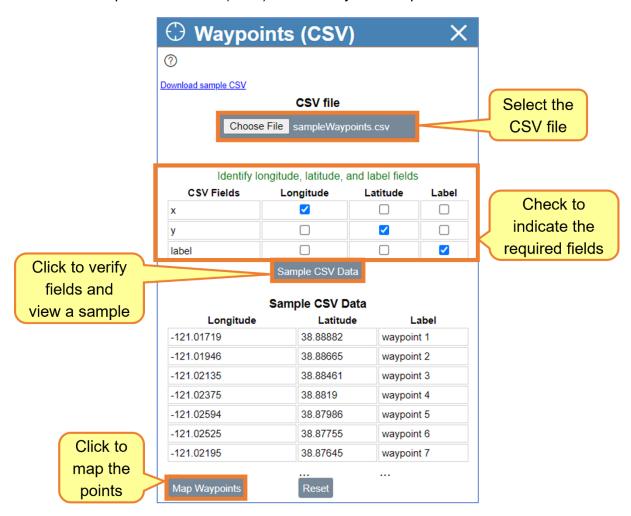
The graphics and selections can be cleared individually. To remove the graphics, created by the draw tools, press the *Clear Graphics* button. To remove the selection(s), the highlighted blue features and clear the *Results Table*, press the *Clear Selection* button.

Results Table Tool:

This tool re-opens the **Results Table** if closed.

Waypoints (CSV) Tool:

You can load your GPS waypoints into the map using the *Waypoints (CSV)* tool. They must be stored in a comma separated values (CSV) format on your computer for the tool to load them.



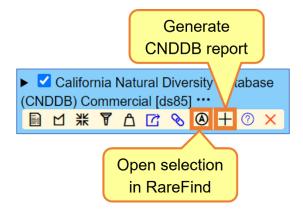
Click the **Browse** button and navigate to the waypoints file on your computer. A table will appear in the tool panel that requires you to indicate which fields contain the necessary information; check the box under the field which contains the longitude, latitude, and a field to label to points with. Next, press the **Sample CSV Data** button, if the fields were correctly identified, a sample of the data will

appear below the button. To map the points, press the *Map Waypoints* button. The map canvas will then pan and zoom to those new waypoints. To reset the waypoints, press the *Reset* button.

Working with CNDDB in BIOS and RareFind:

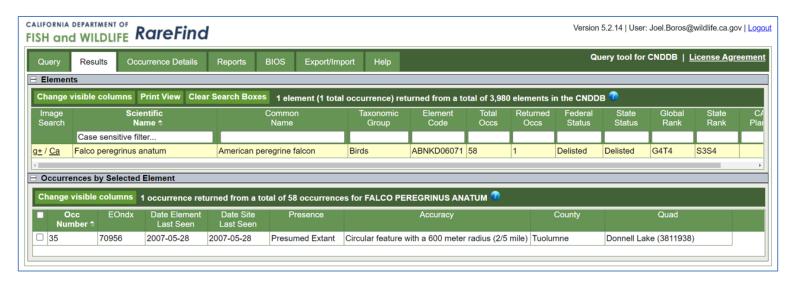
Subscribers to the <u>California Natural Diversity Database (CNDDB)</u> can move selected features easily between the BIOS 6 map viewer and the <u>RareFind</u> query tool. In addition to the references below, please see the CNDDB specific tutorial for using CNDDB in BIOS 6.

Once you have added the CNDDB data layer into the BIOS viewer you will see it listed in the Contents panel. Zoom the map in to your area of interest and click on the CNDDB layer in the Contents panel to make it the Active Layer. Use the **Select By Attributes** or **Select By Graphics** tools to select the feature that you are interested in. Once you have records selected you can access the additional tools created to work with this dataset.

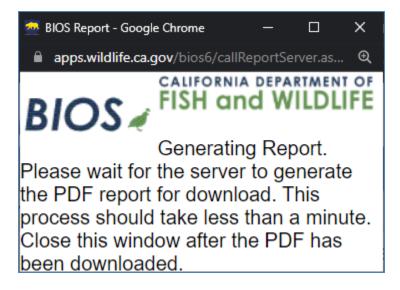


You can view additional information on the CNDDB selections through RareFind 5. This can be accessed in BIOS from the CNDDB layer in the Contents panel, click on the three ellipses (...), then click on the *Open Section in Rarefind* button or *Generate CNDDB Report* button.

The *Open Section in Rarefind* button passes the currently selected features from the CNDDB layer to RareFind. A new browser window will open allowing you to work with your selected features in the RareFind query tool. In RareFind you can investigate the details for the selected records, refine your selection and find additional report options for the selected data.



Another option is to generate a full PDF report with details for each selected CNDDB feature by pressing the *Generate CNDDB Report* button. You will see a window pop up telling you that the report is being generated. Please be patient, as this process can take a moment or two if you have a large number of selected features.



You will see another pop-up window when the PDF of the report is complete offering you a choice between saving the report to your computer or opening it with your PDF reader software.

For additional information on CNDDB and RareFind please visit our training page.

Thank you for using BIOS. Please email any comments or questions that you may have to: bios@wildlife.ca.gov